**Role Requirements**

* Recruiters must understand they importance of confidentiality and be trustworthy
* Must be computer literateand have easy access to a laptop/desktop computer/tablet.
* A Recruiter will need to have an email address and be able to send and receive emails ,

**Additional Recruiter Role tasks**

1. Checking ID

* Check and validate the information provided by the applicant on the online application form
* Establish the true identity of the applicant, through the examination of a range of

documents as set out in the guidance issued by thirtyone:eight and enter the details on the online application form

* Ensure that the applicant provides details of all names by which they have been

known and all addresses where they have lived in the last 5 years

Please note the 'Additional Recruiter' can only verify the applicant’s ID. However, they can request the same access rights as a lead recruiter from 31:8 which would enable them to do everything a lead recruiter can do except they would not be notified if there was a query or be contacted with the results of a check. This communication will only take place with the lead recruiter as the main point of contact with 31:8.

**Recruitment requirements for this role**

This is a Level 1 role and requires

* Completion of confidential declaration form with privacy notice
* Issuing of Code of Safer Working Practice guidance
* Issuing of role description
* Induction
* Issuing of volunteer agreement on appointment
* Notification of appointment to be sent to Diocesan Safeguarding Team who will send 31:8 registration form for completion and arrange trai

**Training requirements for this role**

* Basic Safeguarding Training
* Safer Recruitment and People Management

Both of the above courses can be completed via the Church of England Safeguarding Portal - <https://safeguardingtraining.cofeportal.org/>